



**1. Verify FITREP Continuity/Completeness (MOST IMPORTANT).**

- \_\_\_\_\_ "Performance Evaluation Continuity" on BUPERS Online (BOL) under "FITREPS/EVAL Reports".
- \_\_\_\_\_ Your Reporting Senior can check his "Performance Evaluation Submission" on BOL under "FITREPS/EVAL Reports".
- \_\_\_\_\_ "Performance Summary Record" (PSR) on BOL under "ODC/OSR/PSR/ESR".

**2. Review your record using "Official Military Personnel File (OMPF)" on BOL.**

- \_\_\_\_\_ Verify FITREP completeness and legibility.
  - \_\_\_\_\_ Verify awards.
  - \_\_\_\_\_ Verify transcripts.
- \*\*\*Photos are no longer required for selection boards IAW [NAVADMIN 186/16](#)\*\*\*

**3. Review Officer Data Card (ODC/PSR) on BOL.**

- \_\_\_\_\_ Verify education data.
- \_\_\_\_\_ Verify awards.
- \_\_\_\_\_ Verify qualifications.
- \_\_\_\_\_ Verify FITREP continuity (NO GAPS or OVERLAPS)

**4. Send missing/additional information to Board via NPC Customer Service Center (CSC).**

- \_\_\_\_\_ Use a "Letter to the Board" to enclose/send all additional information and corrections.
- \_\_\_\_\_ Send your "Letter to the Board" to the CSC using the following addresses or email:

**US Postal Service Submissions**

Navy Personnel Command (NPC) Customer Service Center  
President, FY-XX (*Type of Board*) Selection Board  
Board #xxx  
5720 Integrity Drive  
Millington TN 38055

E-mail: [cscselboard@navy.mil](mailto:cscselboard@navy.mil)

**FEDEX, UPS, DHL, etc., Express or Overnight Mail**

Navy Personnel Command (NPC) Customer Service Center  
President, FY-XX (*Type of Board*) Selection Board  
Board #xxx  
5640 Ticonderoga Loop Bldg 768 Rm E302  
Millington TN 38055

Phone: 866-827-5672

**5. Verify receipt of "Letter to the Board" at the CSC.**

- \_\_\_\_\_ Call the CSC at 866-827-5672, or check status at the following link:  
[https://npcccontactcenter.ahf.nmci.navy.mil/OA\\_HTML/npc.html](https://npcccontactcenter.ahf.nmci.navy.mil/OA_HTML/npc.html)
- \_\_\_\_\_ Email documents to for the Board to [cscselboard@navy.mil](mailto:cscselboard@navy.mil)

## Statutory/Administrative Board Checklist

(Updated: 26 SEP 16)



Note that submitting information to a Board will not update your permanent military record! See the NPC website for information on correcting your official record (<http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/default.aspx/>).

### FY18 Board Schedule (Conducted in CY17)

<b>Board #</b>	<b>Board Title</b>	<b>Sponsor</b>	<b>Convene</b>
145	Submarine Major Command Screening	PERS 42	15 NOV 16
147	Submarine LDO CO/XO and DH Screening	PERS 42	15 NOV 16
160	Active O-6 Line	PERS 8	18 JAN 16
230	Active O-5 Line	PERS 8	14 FEB 16
275	Active O-4 Line	PERS 8	22 MAY 16
350	Submarine CO/XO Screen	PERS 42	22 MAY 16
146	Submarine Dept. Head Screen	PERS 42	22 MAY 16

### PERS-42 POC/Information

LCDR Edward May (PERS-421B)

EDWARD.MAY@NAVY.MIL

The screenshot shows the Navy Personnel Command website. The header includes the Navy Personnel Command logo and the text 'Navy Personnel Command'. Below the header is a search bar. The main content area is titled 'General Board Information' and includes a navigation menu on the left with links such as 'Active Duty Enlisted', 'Active Duty Officer', 'Administrative', 'Apply Board', 'Enlisted Continuation', 'Flag', 'General Board Info', 'Preparing for Boards', 'Promotion Board Approval Process', 'Selection Status', 'Serving on a Reserve Board', 'Status Non-Select', 'Status Select', 'Officer Continuation/SERB', 'Reserve Enlisted', 'Reserve Officer', 'Screen Boards', 'Selection Board Support', 'Special Promotions', and 'Spot Promotions'. The main content area includes a paragraph about the types of boards conducted by the Navy Personnel Command, a note about the applicability of information to different types of boards, and a section titled 'Topics' with links to 'Preparing for Boards', 'In Zone Determination', 'Promotion Board Correspondence', 'Promotion Board Approval Process', and 'Check for Fitrep Discrepancies'. There is also a 'Schedules' section with a link to 'FY17'.

<http://www.public.navy.mil/BUPERS-NPC/Pages/default.aspx>

<https://www.bol.navy.mil>